

EMPLOYERS (School Districts/Charter Schools, Cooperatives, Employment Agencies) and Educator Preparation Programs (for Pre-service Teachers) paying for the state and federal criminal records check, follow these steps:

EMPLOYER IS INITIATING THE BACKGROUND CHECK	INSTRUCTIONS	WEBSITE LOCATIONS
"EMPLOYER" <ul style="list-style-type: none"> School District Charter School Education Service Cooperative Employment Agency Educator Preparation Program (for Pre-service Teachers) 	STEP ONE (PAYMENT) To initiate online and be billed for the background check, you must be a subscriber to the ASP Online Background Check System through INA. (See Notes Below)	Employer INA Subscription Link: https://www.ark.org/subscribe/index.php
	STEP TWO (CONSENT FORM) Have your applicant complete the ONLINE CONSENT FORM . <ul style="list-style-type: none"> The applicant should print the form when completed. (The applicant may download the form to a mobile device.) 	Online Consent Form: Go to www.arkansased.gov Choose "B" for Background Checks – form is on the page or Copy and paste link: http://adeaels.arkansas.gov/AelsWeb/Consent/Consent1.aspx
	STEP THREE (FINGERPRINTING) Direct the applicant to a live scan (electronic) fingerprinting location*. The applicant will need to bring with them: <ul style="list-style-type: none"> The printed consent form. The applicant's government-issued photo ID The transaction number provided by the school district 	Go to www.arkansased.gov , choose "B" for Background Checks Under "Related Files" on the right side of the web page, choose: <p style="text-align: center;">List of Approved Live Scan Locations</p> <p style="text-align: center;">Map of Education Service Cooperatives</p>

Additional Notes:

- * When subscribing with INA, check the following boxes –
 - On "New Account Activation" screen, check Criminal Background Checks State Police
 - On "Criminal Background Checks" screen, check
 - ✓ EDUC Employment (Classified)
 - ✓ EDUC Employment (Fiscal Officer)
 - ✓ EDUC Employment (Substitute Teacher)
 - ✓ EDUC Licensed (Teacher) Transfer of Employment
 - ✓ EDUC Teacher (Licensure, Renewal, Lifetime)
 - ✓ EDUC Teacher (Pre-Service)
- * Local law enforcement offices do NOT typically offer live scan fingerprinting for school employees.
- * If electronic fingerprinting is not used or the fingerprints cannot be obtained by electronic fingerprinting, the **applicant must obtain an ADE preprinted fingerprint card. NO OTHER FINGERPRINT CARD IS ACCEPTED.** If a fingerprint card other than an ADE preprinted fingerprint card is used, the fingerprint card will be returned to the applicant, who will have to be re-fingerprinted. Note that a background check using a fingerprint card will take longer to process.
- * If fingerprints are rejected by the FBI, the applicant will be asked to obtain inked fingerprints. The State Police will send the applicant a letter and the instructions in that letter should be followed explicitly. If the inked fingerprints are also rejected, the FBI will conduct a records check using the applicant's name.